

Is there a cost associated to submit an application to P&Z?

Yes. Development fees are noted on each P&Z application for each type of project. You will also incur the cost of submitting 12 copies of your application and plans to the Planning and Zoning Department.

Is a building permit required for a sign? What is the cost?

Yes. Once the Planning and Zoning Department or P&Z approves your sign plan, you must obtain a building permit from the Building Department prior to installing your sign. The cost of the permit is based upon the value of your sign.

Do I need a building permit or have to pay fees to put a fence around my property?

Yes. There is a \$15.00 charge for a fence permit. You must apply for a permit through the Building Department. It is the responsibility of the property owner to ensure that the property lines are located correctly and that One Call of Wyoming is called for utility locates before installing a fence. If you want to install a fence higher than 6' on your property, you must submit an application to P&Z for approval and, if approved, obtain a building permit.



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Adjustment Board
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**PLANNING & ZONING
INFORMATION
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What is Planning and Zoning?
How does it affect my building or
development plans?
How much does it cost?



P&Z BOARD

COMMON QUESTIONS

Who is on the Planning and Zoning Board (P&Z)?

The Planning, Zoning, & Adjustment Board (P&Z) is comprised of seven voting members and one Council liaison member who are appointed by the Mayor and approved by the City Council for three year terms. The board members all have varied business backgrounds.

What is the purpose of the Planning, Zoning & Adjustment Board?

To promote the health, safety and general welfare of the inhabitants of the city by lessening congestion in the streets, preventing overcrowding of land, avoiding undue concentration of population, and facilitating the adequate provision of utilities, schools and parks in accordance with the Master Plan.

What types of projects does the Planning & Zoning Board Review?

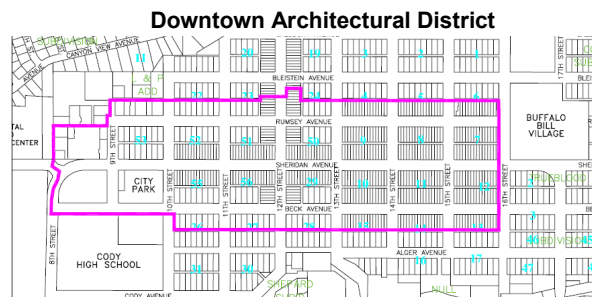
The P&Z reviews many types of projects within the City Limits. The P&Z reviews and makes recommendations on the following types of projects:

- Commercial development, remodeling and landscaping projects;
- Major and minor subdivision developments and planned unit developments;
- Signing, lighting and remodels in the Downtown Architectural District;
- Zone change requests;
- Variance requests (i.e. for a fence over 6' in height);
- Conditional use permits; and
- House moving projects.



Is my business in the Downtown Architectural District?

Any property within the pink bounded area below is in the downtown architectural district.



What types of businesses are allowed in the Downtown Area?

The downtown area is, for the most part, in a D-2 General Business Zone. The zoning regulations outline all the types of businesses allowed in this zone. To review the D-2 zone regulations you may view them at the City's website noted below or call the Planning and Zoning Department with any questions you may have.

Do I need to submit a plan to P&Z if I want to change the siding, windows, signs or awnings on my building in the Downtown Architectural District?

Yes. If your business is located within the Downtown Architectural District, the P&Z reviews any proposed changes you wish to make to the front or outside of your building. In addition, if you propose to tear down a building within the Downtown Architectural District, you will need to submit a plan to the P&Z with a set of drawings showing what is proposed to replace the old building.

What is required for a Submittal for P&Z?

- An architectural and landscape application; available through the Planning and Zoning Department or the City's website.



- A description of the project along with supporting documents (i.e. drawings or pictures).

Do I have to go before P&Z if I want to build a new commercial building on an empty lot or put an addition onto an existing commercial building?

Yes. The developer will need to supply the City with plans for the layout of the building relative to the lot. The plans need to include elevation views of the building, along with a landscape plan. Once again, the board is looking for color, height of building, architectural compatibility, lighting and signage for the new development.

Why is landscaping my commercial property so important? Do I have to do any landscaping at all?

The P&Z looks at landscaping as an improvement to the property. As part of the Master Plan, the P&Z encourages landscaping to make commercial sites more visually appealing. Landscaping minimizes the amount of weeds and stored items being placed in front of businesses. It also gives the business a clean, neat look.

May I operate a business in a Residential Zone? Do I need a Business License/Permit?

Business licenses are not required by the City of Cody. You may run a business out of your home in residential zones, however, it must be exclusively run by the family members and cannot take up more than 50% of the home. There are some stipulations on signage, types of businesses and also guidelines for daycare facilities. The City zoning map and zoning regulations are available on the City's website or you may call the Planning and Zoning Department for additional information.

What is the P&Z Board reviewing in my submittal?

- Building colors and materials, lighting, signage and landscaping plans.
- For signs, staff reviews color, height, size, lighting, materials and how it will be attached to the building.

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